

**Enrolled Memorandum of the Meeting  
Study Session/Meeting  
Twenty-Eighth Town Council of Highland  
Monday, November 19, 2018**

The Twenty-Eighth Town Council of the Town of Highland, Lake County, Indiana met in a study session on **Monday, November 19, 2018** at 6:45 O'clock P.M., in the regular place, the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

*Silent Roll Call:* Councilors Bernie Zemen, Dan Vassar, Mark Herak, Steve Wagner and Konnie Kuiper were present. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

*Officials Present:* Kathy DeGuilio-Fox, Redevelopment Director was present.

*Additional Officials Present:* Ed Dabrowski, IT Consultant (Contract); and Larry Kondrat, Board of Waterworks Directors were present.

**General Substance of Matters Discussed.**

1. *Discussion of December Meeting Schedule for Town Council.* The Town Council and the Clerk-Treasurer discussed the remaining meetings for the year. It was noted that it would be necessary to reschedule the standing plenary meeting for the Town Council of Monday, December 24. It was determined to place the matter on the agenda for Monday, November 26. It was suggested that the rescheduling would work for Wednesday, December 26, with a study session at 6:00 p.m. and the plenary meeting starting at 6:30 p.m.

Remaining meetings:

- i. November 26, 2018 Plenary Business meeting
  - ii. December 3, 2018 Study Session
  - iii. December 10, 2018 Plenary Business meeting
  - iv. December 17, 2018 Study Session
2. *Discussion regarding frequency of the employer contribution to the H.S.A.* The Town Council and the Clerk-Treasurer discussed an amendment to the Compensation and Benefits Ordinance commonly called the Employee Handbook, regarding changing the frequency of employer contributions to workers' health savings accounts. Presently, the ordinance provides for quarterly payments. The discussion considered the merits of moving to two payments annually, with one in January and the second in July. The rationale was to further incent workers to move from the regular group health insurance plan to the high deductible plan, lowering the premium costs to the Town.

**§ 6.03.03 Health Savings Accounts (HSA Accounts)**

The Town of Highland will provide a HIGH DEDUCTIBLE option in its group health insurance to support worker establishment of a *Health Savings Account* pursuant to and as outlined in the relevant sections of the Internal Revenue Code. The plan option will only be available to **eligible employees of the town hereinafter defined** who may elect the higher deductible option for the group health insurance plan. The Town of Highland as employer will make a financial contribution to the individual health saving account of the **eligible employees of the town hereinafter defined** that elect to participate. The **eligible employees of the town hereinafter defined** must not be covered by any other group health insurance plan. Details of the plan shall be maintained as a plan document and retained on file. The financial contribution will be paid in ~~quarterly~~ **two semi-annual installments scheduled by the Clerk-Treasurer** and be based upon the high deductible group health plan elected by the participating **eligible employees of the town hereinafter defined** as follows:

Group Health Insurance High Deductible (HSA) Plan Employer Contribution

	Employer <del>Quarterly</del> Semi Annual Contribution	Annualized
Employee Single Coverage	<del>\$245.25</del> \$490.50	\$ 981.00
Employee With Children	<del>\$474.00</del> \$948.00	\$1,896.00
Employee With Spouse	<del>\$499.00</del> \$998.00	\$1,996.00
Family Coverage with Spouse and Children	<del>\$723.00</del> \$1,446.00	\$2,892.00

3. **Memorandum of Board and Commission appointments for 2019.** The Town Council and the Clerk-Treasurer reviewed the Memorandum of Appointments that are due and pending for 2019 as prepared by the Clerk-Treasurer.
4. **Discussion of request from the Operations Director, Mark Kneseck.** The Town Council President discussed the willingness of the Town Council to consider creating a part-time position under public works in the wage and salary ordinance with a pay rate that would permit bringing back workers who are retired or separated that have CDL to drive snow plow duty at a paygrade consistent with the usual pay for that work. There was no objection raised.
5. **Miscellaneous matters.** The Town Council discussed the logistics related to a frozen turkey distribution for employees provided it was authorized at the plenary business meeting. Also, Councilor Zemen asked for a voluntary contribution from all elected officers in the amount of \$20 each to support candy for distribution during the holiday parade on November 24, 2018.
6. **Firefighter raises.** Councilor Kuiper asked whether a raise would be acceptable for the Firefighters, who are paid on call (part-time). The Clerk-Treasurer stated that the enrolled and adopted budget did not have any part-time workers included in any general increase. The Clerk-Treasurer stated that the Fire Chief had spoken to him informally asking about a 50¢ per hour increase for all hourly firefighters. It was noted that any increase would have to be funded without resort to any additional appropriation.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, November 19, 2018**, was adjourned at 7:06 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer